

Auditing Procedures Report

Issued under P.A. 2 of 1968, as amended and P.A. 71 of 1919, as amended.

Local Unit of Government Type <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Twp <input type="checkbox"/> Village <input checked="" type="checkbox"/> Other		Local Unit Name Missaukee District Library	County Missaukee
Fiscal Year End December 31, 2007	Opinion Date January 31, 2008	Date Audit Report Submitted to State March 19, 2008	

We affirm that:

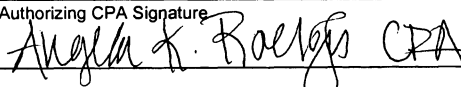
We are certified public accountants licensed to practice in Michigan.

We further affirm the following material, "no" responses have been disclosed in the financial statements, including the notes, or in the Management Letter (report of comments and recommendations).

- YES NO Check each applicable box below. (See instructions for further detail.)
- ☒ ☐ All required component units/funds/agencies of the local unit are included in the financial statements and/or disclosed in the reporting entity notes to the financial statements as necessary.
 - ☒ ☐ There are no accumulated deficits in one or more of this unit's unreserved fund balances/unrestricted net assets (P.A. 275 of 1980) or the local unit has not exceeded its budget for expenditures.
 - ☒ ☐ The local unit is in compliance with the Uniform Chart of Accounts issued by the Department of Treasury.
 - ☒ ☐ The local unit has adopted a budget for all required funds.
 - ☒ ☐ A public hearing on the budget was held in accordance with State statute.
 - ☒ ☐ The local unit has not violated the Municipal Finance Act, an order issued under the Emergency Municipal Loan Act, or other guidance as issued by the Local Audit and Finance Division.
 - ☒ ☐ The local unit has not been delinquent in distributing tax revenues that were collected for another taxing unit.
 - ☒ ☐ The local unit only holds deposits/investments that comply with statutory requirements.
 - ☒ ☐ The local unit has no illegal or unauthorized expenditures that came to our attention as defined in the *Bulletin for Audits of Local Units of Government in Michigan*, as revised (see Appendix H of Bulletin).
 - ☒ ☐ There are no indications of defalcation, fraud or embezzlement, which came to our attention during the course of our audit that have not been previously communicated to the Local Audit and Finance Division (LAFD). If there is such activity that has not been communicated, please submit a separate report under separate cover.
 - ☒ ☐ The local unit is free of repeated comments from previous years.
 - ☒ ☐ The audit opinion is UNQUALIFIED.
 - ☒ ☐ The local unit has complied with GASB 34 or GASB 34 as modified by MCGAA Statement #7 and other generally accepted accounting principles (GAAP).
 - ☒ ☐ The board or council approves all invoices prior to payment as required by charter or statute.
 - ☒ ☐ To our knowledge, bank reconciliations that were reviewed were performed timely.

If a local unit of government (authorities and commissions included) is operating within the boundaries of the audited entity and is not included in this or any other audit report, nor do they obtain a stand-alone audit, please enclose the name(s), address(es), and a description(s) of the authority and/or commission.

I, the undersigned, certify that this statement is complete and accurate in all respects.

We have enclosed the following:	Enclosed	Not Required (enter a brief justification)	
Financial Statements	<input checked="" type="checkbox"/>		
The letter of Comments and Recommendations	<input type="checkbox"/>		
Other (Describe)	<input checked="" type="checkbox"/>	SAS 114 Letter, SAS 112 Letter	
Certified Public Accountant (Firm Name) Baird, Cotter and Bishop, P.C.		Telephone Number (231) 775-9789	
Street Address 134 W. Harris Street		City Cadillac	State MI
Authorizing CPA Signature 		Printed Name Angela K. Roelofs, C.P.A.	Zip 49601
		License Number 1101029140	

MISSAUKEE DISTRICT LIBRARY

LAKE CITY, MICHIGAN

DECEMBER 31, 2007

Baird, Cotter and Bishop, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

134 WEST HARRIS STREET CADILLAC, MICHIGAN 49601

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MISSAUKEE DISTRICT LIBRARY

LAKE CITY, MICHIGAN

ANNUAL FINANCIAL REPORT
YEAR ENDED DECEMBER 31, 2007

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January 31, 2008

INDEPENDENT AUDITORS' REPORT

Missaukee District Library
210 South Canal
Lake City, Michigan 49652

We have audited the accompanying financial statements of the governmental activities and the major fund of the Missaukee District Library as of and for the year ended December 31, 2007, which collectively comprise the Library's basic financial statements, as listed in the table of contents. These financial statements are the responsibility of the Missaukee District Library's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Missaukee District Library as of December 31, 2007 and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The Management's Discussion and Analysis and budgetary comparison information on pages 2-6 and 22-23 are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

BAIRD, COTTER AND BISHOP, P. C.

Baird, Cotter & Bishop, P.C.



Missaukee District Library

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ph: 231-839-2166 ☞ fx: 231-839-3865

Management's Discussion and Analysis For Fiscal Year Ended December 31, 2007

The Missaukee District Library, a Public Library located in Missaukee County, Michigan, has implemented the provisions of Governmental Accounting Standards Board Statement 34 (GASB 34). The Management's Discussion and Analysis, a requirement of GASB 34, is intended to be the Missaukee District Library's administration's discussion and analysis of the financial results for the fiscal year ended December 31, 2007 along with specific comparative information as required.

Generally accepted accounting principles (GAAP), according to GASB 34, require the reporting of two types of financial statements: Fund financial statements and government-wide financial statements.

A. Fund Financial Statements

The fund level statements are reported on a modified accrual basis in that only those assets that are "measurable" and "currently available" are reported. Liabilities are recognized to the extent they are normally expected to be paid with current financial resources.

B. Government-wide Financial Statements

The government-wide financial statements are calculated using full accrual accounting and more closely represent those presented by business and industry. The Library's entire assets and liabilities, both short and long-term, are reported. As such, these statements include capital assets, net of related depreciation.

MISSAUKEE DISTRICT LIBRARY
LAKE CITY, MICHIGAN
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2007

C. Summary of Net Assets

The following schedule summarizes the net assets at December 31,

Assets	<u>2007</u>	<u>2006</u>
Current Assets	<u>\$ 309,211</u>	<u>\$ 279,061</u>
Non Current Assets		
Capital Assets	236,238	236,389
Less Accumulated Depreciation	<u>(179,022)</u>	<u>(168,076)</u>
 Total Non Current Assets	<u>57,216</u>	<u>68,313</u>
 Total Assets	<u>366,427</u>	<u>347,374</u>
 Liabilities		
Current Liabilities	<u>3,370</u>	<u>8,037</u>
 Net Assets		
Invested in Capital Assets	57,216	68,313
Restricted for Donor Designated Purchases	4,681	3,168
Unrestricted	<u>301,160</u>	<u>267,856</u>
 Total Net Assets	<u><u>\$363,057</u></u>	<u><u>\$339,337</u></u>

D. Analysis of Financial Position

During the fiscal year ended December 31, 2007, the Library's net assets increased by \$23,720. A few of the more significant factors affecting net assets during the year are discussed below:

1. Depreciation Expense

GASB 34 requires Libraries to maintain a record of annual depreciation expense and the accumulation of depreciation expense over time. The net increase in accumulated depreciation expense is a reduction in net assets.

Depreciation expense is recorded on a straight-line basis over the estimated useful lives of the assets. In accordance with GAAP, depreciation expense is calculated based on the original cost of the asset less an estimated salvage value, where applicable. For the fiscal year ended December 31, 2007, \$22,833 was recorded for depreciation expense.

MISSAUKEE DISTRICT LIBRARY
LAKE CITY, MICHIGAN
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2007

2. Capital Outlay Acquisitions

For the fiscal year ended December 31, 2007, \$18,135 expenditures were capitalized and recorded as assets of the Library. These additions to the Library's capital assets will be depreciated over time as explained above.

The net effect of the new capital assets, current year disposals and the current year's depreciation is a decrease to capital assets in the amount of \$11,097 for the fiscal year ended December 31, 2007.

E. Results of Operations

For the fiscal years ended December 31, the results of operations were:

	<u>2007</u>	<u>2006</u>
General Revenues		
Property Taxes	\$ 99,560	\$ 99,922
Investment Earnings	9,604	7,482
State Sources	49,490	47,554
Other	<u>1,163</u>	<u>791</u>
Other General Revenues	<u>159,817</u>	<u>155,749</u>
Program Revenues		
Charges for Services	7,003	6,545
Operating Grants and Contributions	<u>44,023</u>	<u>46,518</u>
Total Program Revenues	<u>51,026</u>	<u>53,063</u>
Total Revenues	<u>210,843</u>	<u>208,812</u>
Expenses		
General Government	<u>187,123</u>	<u>183,397</u>
Changes in Net Assets	<u>\$ 23,720</u>	<u>\$ 25,415</u>

F. Analysis of Significant Revenues and Expenses

Significant revenues and expenses are discussed in the segments below:

MISSAUKEE DISTRICT LIBRARY
LAKE CITY, MICHIGAN
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2007

1. Property Taxes

The Library levied .2294 mills of property taxes for operations.
For 2007 the Library recognized \$99,560 of property tax revenue.

2. State Sources

The majority of the state sources are comprised of penal fines received from Missaukee County. The Library collected \$39,496 in penal fines for 2007.

3. Grants

The Library funds a portion of its operations with grants. For the fiscal year ended December 31, 2007, grants accounted for \$36,168.

G. General Fund Budgetary Highlights

The Uniform Budgeting and Accounting Act of the State of Michigan requires that the Board approve the original budget for the upcoming fiscal year prior to its starting on January 1. Any amendments made to the operating budget must be approved by the Board prior to the close of the year on December 31.

For 2007, the Library amended the general fund budget various times throughout the year. The following schedule shows a comparison of the original general fund budget, the final amended general fund budget and actual totals from operations:

	Original Budget	Final Budget	Actual
Total Revenues	\$ 192,098	\$ 192,098	\$ 203,006
Total Expenditures	192,098	192,098	176,025
Excess of Revenues Over Expenditures	\$ 0	\$ 0	\$ 26,981

In total, there was no change in the Original Budget to Final Budget.

MISSAUKEE DISTRICT LIBRARY
LAKE CITY, MICHIGAN
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2007

H. Capital Assets

At December 31, 2007, the Library had \$236,238 in capital assets, including equipment, furniture and fixtures, as well as books. Depreciation expense for the year amounted to \$22,833 bringing the accumulated depreciation to \$179,022 as of December 31, 2007.

I. Factors Bearing on the Library's Future

At the time that these financial statements were prepared and audited, the Library was aware of the following items that could significantly affect its financial health in the future:

A significant portion of the Library's funding comes from property taxes and penal fines. Any impairment to these funding sources would greatly impact the future of the Library.

J. Contacting the Library's Financial Management

This financial report is designed to provide our citizens, taxpayers, customers, and investors and creditors with a general overview of the Library's finances and to demonstrate the Library's accountability for the money it receives. If you have questions about this report, please contact the Missaukee District Library, 210 South Canal Street, PO Box 340, Lake City, Michigan, 49651.

MISSAUKEE DISTRICT LIBRARY
LAKE CITY, MICHIGAN
STATEMENT OF NET ASSETS
DECEMBER 31, 2007

ASSETS

CURRENT ASSETS

Cash	\$ 196,064
Taxes Receivable	96,123
Prepaid Expenses	17,024
Total Current Assets	<u>309,211</u>

NON CURRENT ASSETS

Capital Assets	236,238
Less: Accumulated Depreciation	<u>(179,022)</u>
Total Non Current Assets	<u>57,216</u>

TOTAL ASSETS	<u><u>\$ 366,427</u></u>
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LIABILITIES

CURRENT LIABILITIES

Accrued Liabilities	<u>\$ 3,370</u>
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NET ASSETS

Invested in Capital Assets	57,216
Restricted for Donor Designated Purchases	4,681
Unrestricted	<u>301,160</u>

Total Net Assets	<u>363,057</u>
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TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 366,427</u></u>
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The notes to the financial statements are an integral part of this statement.

MISSAUKEE DISTRICT LIBRARY
LAKE CITY, MICHIGAN

STATEMENT OF ACTIVITIES

YEAR ENDED DECEMBER 31, 2007

FUNCTIONS/PROGRAMS	EXPENSES	PROGRAM REVENUES		GOVERNMENTAL
		CHARGES FOR SERVICES	OPERATING GRANTS AND CONTRIBUTIONS	ACTIVITIES
				NET (EXPENSES) REVENUES AND CHANGES IN NET ASSETS
<u>GOVERNMENTAL ACTIVITIES</u>				
Recreation and Culture	\$ 187,123	\$ 7,003	\$ 44,023	\$ (136,097)
<u>GENERAL REVENUES</u>				
Property Taxes				99,560
Investment Earnings				9,604
State Sources				49,490
Other				1,163
Total General Revenues				159,817
Change in Net Assets				23,720
NET ASSETS - Beginning of Year				339,337
NET ASSETS - End of Year				\$ 363,057

The notes to the financial statements are an integral part of this statement.

MISSAUKEE DISTRICT LIBRARY
LAKE CITY, MICHIGAN

BALANCE SHEET

DECEMBER 31, 2007

ASSETS

Cash	\$ 196,064
Receivables	
Taxes	96,123
Prepaid Expenditures	<u>17,024</u>
 TOTAL ASSETS	 <u><u>\$ 309,211</u></u>

LIABILITIES AND FUND BALANCE

LIABILITIES

Accrued Liabilities	\$ 3,370
Deferred Revenue	<u>108,104</u>
 Total Liabilities	 <u>111,474</u>

FUND BALANCE

Reserved for:	
Prepaid Expenditures	17,024
Donor Designated Purchases	4,681
Unreserved	
Undesignated	<u>176,032</u>
 Total Fund Balance	 <u>197,737</u>
 TOTAL LIABILITIES AND FUND BALANCE	 <u><u>\$ 309,211</u></u>

The notes to the financial statements are an integral part of this statement.

MISSAUKEE DISTRICT LIBRARY
LAKE CITY, MICHIGAN

RECONCILIATION OF BALANCE SHEET TO NET ASSETS

DECEMBER 31, 2007

Total General Fund Balance	\$ 197,737
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Amounts reported for governmental activities in the
statement of net assets are different because:

Capital assets used in governmental activities are not financial
resources and are not reported in the fund

The cost of the capital assets is	236,238	
Accumulated depreciation is	<u>(179,022)</u>	57,216

Deferred property taxes are not available to pay for current period expenditures and therefore are reported as deferred revenue in governmental funds	<u>108,104</u>
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NET ASSETS OF GOVERNMENTAL ACTIVITIES	<u><u>\$ 363,057</u></u>
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The notes to the financial statements are an integral part of this statement.

MISSAUKEE DISTRICT LIBRARY
LAKE CITY, MICHIGAN

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
YEAR ENDED DECEMBER 31, 2007

REVENUES

Taxes	
Property Tax	\$ 91,723
State Grants	
Restricted Grant - State of Michigan	9,994
Other State Grants	2,120
Penal Fines	39,496
Contributions from Local Units	
County Appropriations	34,048
Charges For Services	
Copy Machine Receipts	2,479
Interest and Rents	
Earnings on Investments and Deposits	9,604
Other Revenue	
Donations/Grants	7,855
Book Fines	2,429
Sales of Books and Sweatshirts	2,095
Miscellaneous	1,163
	<hr/>
Total Revenues	203,006

EXPENDITURES

Recreation and Culture

Personal Services	
Salaries	69,814
Employee Fringe Benefits	
Employee Insurance	6,465
Payroll Taxes	6,855
Supplies and Materials	
Other Supplies	7,010
Other Services and Charges	
Purchased Services	
Advertising	132
Administration, Bookkeeping and Auditing	5,536
Building Lease	34,048
Equipment Lease	51
Telephone	1,849

The notes to the financial statements are an integral part of this statement.

MISSAUKEE DISTRICT LIBRARY
LAKE CITY, MICHIGAN

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
YEAR ENDED DECEMBER 31, 2007

Insurance	3,468
Travel	258
Repairs and Maintenance	4,803
Other Professional and Technical	6,375
Other	
Summer Reading Program	1,558
Library Board Stipends	1,530
Miscellaneous	4,488
Dues and Fees	514
Internet Connection	1,308
Workshops	741
Capital Outlay	
Library Books	14,866
Periodicals	2,577
Equipment, Furniture and Fixtures	1,779
	<hr/>
Total Expenditures	176,025
	<hr/>
Excess of Revenues Over (Under) Expenditures	26,981
<u>FUND BALANCE</u> - Beginning of Year	170,756
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<u>FUND BALANCE</u> - End of Year	\$ 197,737
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The notes to the financial statements are an integral part of this statement.

MISSAUKEE DISTRICT LIBRARY
LAKE CITY, MICHIGAN

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE TO THE STATEMENT OF ACTIVITIES

YEAR ENDED DECEMBER 31, 2007

Net change in Fund Balance	\$ 26,981
Amounts reported for governmental activities are different because:	
Governmental funds report capital outlays as expenditures in the statement of activities. These costs are allocated over their estimated useful lives as depreciation.	
Depreciation Expense	(22,833)
Capital Outlay	18,135
In the statement of activities, only the gain or loss on the sale of capital assets is reported, whereas in the governmental funds, the entire proceeds from the sale increases financial resources. The change in net assets differs from the change in fund balance by the cost of the capital assets sold net of accumulated depreciation.	
	(6,399)
Revenue is recorded on the accrual method in the statement of activities; In the governmental funds it is recorded on the modified accrual method and not considered available:	
Taxes Included in Deferred Revenue - Beginning of Year	(100,268)
Taxes Included in Deferred Revenue - End of Year	<u>108,104</u>
CHANGE IN NET ASSETS OF GOVERNMENTAL ACTIVITIES	<u><u>\$ 23,720</u></u>

The notes to the financial statements are an integral part of this statement.

MISSAUKEE DISTRICT LIBRARY
LAKE CITY, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2007

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Missaukee District Library have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the Library's accounting policies are described below.

A. Reporting Entity

The Missaukee District Library was created as a District Library on May 25, 1993, by agreement between Missaukee County and the City of Lake City pursuant to Act 24 of the Public Acts of 1989. The Library provides services to the District defined as the entire geographic area of Missaukee County excluding Clam Union Township and the Houghton Lake School District. The Library board consists of seven members. The Missaukee County Board of Commissioners appoints five board members and the Lake City Council appoints two members.

B. Government-wide and Fund Financial Statements

GASB Statement No. 34 establishes standards for external financial reporting for state and local governments and requires that resources be classified for accounting and reporting purposes into the following three net asset categories.

Invested in Capital assets, net of related debt consists of capital assets, net of accumulated depreciation and reduced by outstanding balances for bonds, notes, and other debt that are attributed to the acquisition, construction, or improvement of those assets.

Restricted net assets result when constraints placed on net asset use are either externally imposed by creditors, grantors, and contributions, or imposed by law through constitutional provisions or enabling legislation.

Unrestricted net assets consist of net assets which do not meet the definition of the two preceding categories.

The government-wide financial statements (i.e., the statement of net assets and the statement of changes in net assets) report information on all of the non-fiduciary activities of the primary government.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Other items not properly included among program revenues are reported instead as general revenues.

MISSAUKEE DISTRICT LIBRARY
LAKE CITY, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2007

The government-wide focus is more on the sustainability of the Library as an entity and the change in aggregate financial position resulting from the activities of the fiscal period. The fund financial statements are similar to the financial statements presented in the previous financial reporting model.

C. Measurement Focus, Basis of Accounting and Basis of Presentation

The accounts of the Library are organized on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements.

Accrual Basis

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Modified Accrual Basis

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Library considers revenues to be available if they are collected within 60 days of the end of the current fiscal period except for property taxes. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. Expenditure driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other grant requirements have been met.

State aid and interest are susceptible to accrual. Other receipts become measurable and available when cash is received by the Library and are recognized as revenue at that time. Expenditure driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other grant requirements have been met.

Governmental funds include the following fund type:

The General Fund is the primary operating fund of the Library. It is used to account for all financial resources of the Library.

MISSAUKEE DISTRICT LIBRARY
LAKE CITY, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2007

D. Assets, Liabilities and Equity

1. Deposits and Investments

- (I) The investment policy of the Library allows it to invest in instruments allowed by State of Michigan statutes. State statutes authorize the Library to invest funds as follows:
- (a) In bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
 - (b) In certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution, but only if the financial institution complies with subsection (II).
 - (c) In commercial paper rated at the time of purchase within the two highest classifications established by not less than two standard rating services and that matures not more than 270 days after the date of purchase.
 - (d) In repurchase agreements consisting of instruments listed in subdivision (a).
 - (e) In bankers' acceptances of United States banks.
 - (f) In obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than 1 standard rating service.
 - (g) In mutual funds registered under the Investment Company Act of 1940, Title I of Chapter 686, 54 Stat. 789, 15 U.S.C. 80a-1 to 80a-3 and 80a-4 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by the Library. However, a mutual fund is not disqualified as a permissible investment solely by reason of either of the following:
 - (i) The purchase of securities on a when-issued or delayed delivery basis.
 - (ii) The ability to lend portfolio securities as long as the mutual fund received collateral at all times equal to at least 100% of the value of the securities loaned.
 - (iii) The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.
 - (h) In obligations described in subdivisions (a) through (g) if purchased through an interlocal agreement under the Urban Cooperation Act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512.
 - (i) In investment pools organized under the Local Government Investment Pool Act, 1985 PA 121, MCL 129.141 to 129.150.

MISSAUKEE DISTRICT LIBRARY
LAKE CITY, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2007

- (II) A Library that invests its funds under subsection (I) shall not deposit or invest the funds in a financial institution that is not eligible to be a depository of funds belonging to the state under a law or rule of this state or the United States.
- (III) Assets acceptable for pledging to secure deposits of public funds are limited to assets authorized for direct investment under subsection (I).
- (IV) As used in this section, "financial institution" means a state or nationally chartered bank or a state or federally chartered savings and loan association, savings bank, or credit union whose deposits are insured by an agency of the United States government and that maintains a principal office or branch office located in this state under the laws of this state or the United States.

2. Capital Assets

Capital assets purchased or acquired are capitalized at historical cost or estimated historical cost. Donated capital assets are valued at their estimated fair market value on the date received.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related capital assets.

Depreciation on all assets is provided on the straight-line basis over the estimated useful lives as follows:

Books	7 years
Furniture and Fixtures	10 years
Equipment	5 years
Leasehold Improvements	20 years
Buildings	50 years

The Library's capitalization policy is to capitalize individual amounts exceeding \$1,000 and all books, additionally, the Library capitalized initial assets below this threshold prior to implementation of GASB 34.

3. Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items.

4. Fund Equity

Reservations of fund balance represent amounts that are not appropriable or are legally segregated for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

MISSAUKEE DISTRICT LIBRARY
LAKE CITY, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2007

5. Use of Estimates

The presentation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

II. STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

A. Budgetary Information

The Library follows these procedures in establishing the budgetary data reflected in the financial statements:

1. An operating budget is prepared annually. The operating budget includes proposed expenditures and the means of financing them.
2. The budget is approved by the Library board prior to the start of the fiscal year which it covers.
3. All transfers of budget amounts between accounts within the General Fund must be approved by the Library board.
4. The budget for the General Fund is adopted on a basis consistent with generally accepted accounting principles (GAAP). Budgeted amounts are as originally adopted, or as amended by the Library board.
5. Budget appropriations lapse at the end of the fiscal year.
6. Encumbrance accounting, under which purchase orders, contracts and other commitments for expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is not employed by the Library because, at present, it is not considered necessary to assure effective budgetary control or to facilitate effective cash planning and control.

III. DETAILED NOTES ON GENERAL FUND

A. Deposits and Investments

The Library's deposits and investments are all on deposit with Chemical Bank or 5/3 Bank of Lake City.

Investment rate risk. The Library will minimize Interest Rate Risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by; structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities in the open market; and investing operating funds primarily in

MISSAUKEE DISTRICT LIBRARY
LAKE CITY, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2007

shorter-term securities, liquid asset funds, money market mutual funds, or similar investing pools and limiting the average maturity in accordance with the Library's cash requirement.

Foreign currency risk. The Library is not authorized to invest in investments, which have this type of risk.

Credit risk. The Library will minimize Custodial Credit Risk, which is the risk of loss due to the failure of the security issuer or backer, by; limiting investments to the types of securities listed in the Library's investment policy; and pre-qualifying the financial institutions, brokers/dealer, intermediaries and advisors with which the Library will do business in accordance with the Library's investment policy.

Concentration of credit risk. The Library will minimize Concentration of Credit Risk, which is the risk of loss attributed to the magnitude of the Library's investment in a single issuer, by diversifying the investment portfolio so that the impact of potential losses from any one type of security or issuer will be minimized.

Custodial credit risk – deposits. In the case of deposits, this is the risk that in the event of a bank failure, the government's deposits may not be returned to it. As of December 31, 2007, \$39,810 of the library's bank balance of \$195,505 was exposed to custodial credit risk because it was uninsured and uncollateralized.

Custodial credit risk – investments. For an investment, this is the risk that, in the event of the failure of the counterparty, the government will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. At year end, the Library held no investments.

B. Property Taxes

The Library receives revenue from a countywide library millage on the December tax roll. The taxes are levied as of December 1 and are due upon receipt of the billing by the taxpayer. The actual due date is February 14, after which time the bills become delinquent and penalties and interest may be assessed by the collecting entity.

For the year ended December 31, 2007, the Library levied the following amount per \$1,000 of taxable valuation.

<u>PURPOSE</u>	<u>MILLS</u>
Operating	0.2294/\$1,000

Because substantially all of the taxes raised by this millage are not received by the Library until the following year, and because the tax revenue is not budgeted until the following year, recognition of the entire 2007 tax levy of \$108,104 was deferred until 2008, under the modified accrual basis of accounting at the fund level.

MISSAUKEE DISTRICT LIBRARY
LAKE CITY, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2007

C. Capital Assets

A summary of changes in the Library's capital assets follows:

	Balance January 1, 2007	Additions	Deletions	Balance December 31, 2007
Capital assets:				
Books	\$ 107,354	\$ 16,485	\$ 18,286	\$ 105,553
Furniture & Fixtures	72,503	1,650	0	74,153
Equipment	56,532	0	0	56,532
Total Capital Assets	236,389	18,135	18,286	236,238
Less Accumulated Depreciation:				
Books	65,268	11,107	11,887	64,488
Furniture & Fixtures	51,747	7,388	0	59,135
Equipment	51,061	4,338	0	55,399
Total Accumulated Depreciation	168,076	22,833	11,887	179,022
Net capital assets	\$ 68,313	\$ (4,698)	\$ (6,399)	\$ 57,216

Depreciation for the fiscal year ended December 31, 2007 amounted to \$22,833.

IV. OTHER INFORMATION

A. Building Leases

The building in which the Library is located is owned by Missaukee County. The County leases the building to the Library at a cost of \$34,048 a year. The lease amount is determined on a year-to-year basis. As of December 31, 2007, the District Library had prepaid \$17,024 of its 2007 lease requirement.

B. Risk Management

The Library is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees, and natural disasters. The Library participates in two distinct pools of municipalities within the State of Michigan for self-insuring property and casualty and workers' disability compensation. The pools are considered public entity risk pools. The Library pays annual premiums to each pool for the respective insurance coverage. In the event a pool's total claims and expenses for a policy year exceed the total normal annual premiums for said years, all members of the pool's policy year may be subject to special assessment to make up the deficiency. The pool maintains reinsurance for claims in excess of \$500,000 for each occurrence with the overall maximum coverage being unlimited.

MISSAUKEE DISTRICT LIBRARY
LAKE CITY, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2007

The Library continues to carry commercial insurance for other risks of loss, including employee health and accident insurance.

C. Endowments

On December 17, 2003, two endowments were established with the Cadillac Area Community Foundation. The Margaret Louise Hollingsworth Endowment was established with \$100,000. The earnings on the endowed balance are available to be used by the Library for such things as additional programs, books, audiovisual material, and additional items that may advance education and literary needs of the Library District. The Charles R. Ardis Endowment was established with \$100,000. The earnings on the endowed balance are available to be used by the Library for unforeseen expenses towards maintaining the existing library building architecturally and with the character as was originally donated by Charles and Virginia Ardis. Requests for funds will be reviewed by the Cadillac Area Community Foundation Advisory Committee. Additional endowments may be added to these initial endowments by anyone wishing to contribute.

<u>ENDOWMENTS</u>	<u>ENDOWED BALANCE 12-31-2007</u>	<u>EARNINGS BALANCE 12-31-2007</u>	<u>AMOUNT LIBRARY DREW FOR THE YEAR ENDING 12-31-2007</u>
Margaret Louise Hollingsworth	<u>\$106,548</u>	<u>17,086</u>	<u>0</u>
Charles R. Ardis	<u>\$100,200</u>	<u>20,040</u>	<u>0</u>

MISSAUKEE DISTRICT LIBRARY
LAKE CITY, MICHIGAN

REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE

YEAR ENDED DECEMBER 31, 2007

	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>
<u>REVENUES</u>			
Taxes			
Property Tax	\$ 86,300	\$ 86,300	\$ 91,723
State Grants			
Restricted Grant - State of Michigan	10,000	10,000	9,994
Other State Grants	0	0	2,120
Penal Fines	48,000	48,000	39,496
Contributions from Local Units			
County Appropriations	34,048	34,048	34,048
Charges For Services			
Copy Machine Receipts	1,600	1,600	2,479
Interest and Rents			
Earnings on Investments and Deposits	3,000	3,000	9,604
Other Revenue			
Donations/Grants	5,350	5,350	7,855
Book Fines	1,500	1,500	2,429
Sales of Books and Sweatshirts	1,700	1,700	2,095
Miscellaneous	600	600	1,163
	<hr/>	<hr/>	<hr/>
Total Revenues	192,098	192,098	203,006
<u>EXPENDITURES</u>			
<u>Recreation and Culture</u>			
Personal Services			
Salaries	75,000	75,000	69,814
Employee Fringe Benefits			
Employee Insurance	6,250	6,250	6,465
Payroll Taxes	10,000	10,000	6,855
Supplies and Materials			
Other Supplies	6,100	6,000	7,010
Other Services and Charges			
Purchased Services			
Legal and Professional Services	350	350	0
Advertising	150	150	132

MISSAUKEE DISTRICT LIBRARY
LAKE CITY, MICHIGAN

REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE

YEAR ENDED DECEMBER 31, 2007

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL
Administration, Bookkeeping and Auditing	6,800	6,900	5,536
Building Lease	34,048	34,048	34,048
Equipment Lease	250	250	51
Telephone	2,000	2,000	1,849
Insurance	6,000	3,600	3,468
Travel	200	500	258
Repairs and Maintenance	3,900	4,800	4,803
Other Professional and Technical	3,000	6,380	6,375
Other			
Summer Reading Program	1,500	1,500	1,558
Library Board Stipends	1,500	1,550	1,530
Miscellaneous	6,350	6,490	4,488
Dues and Fees	500	550	514
Internet Connection	1,300	1,400	1,308
Workshops	1,500	1,200	741
Contingency Fund	6,200	2,330	0
Capital Outlay			
Library Books	15,000	15,000	14,866
Periodicals	3,700	3,750	2,577
Equipment, Furniture and Fixtures	500	2,100	1,779
Total Expenditures	192,098	192,098	176,025
Excess of Revenues Over (Under) Expenditures	0	0	26,981
<u>FUND BALANCE</u> - Beginning of Year	170,756	170,756	170,756
<u>FUND BALANCE</u> - End of Year	\$ 170,756	\$ 170,756	\$ 197,737

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January 31, 2008

COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

To the Board of Directors
Missaukee District Library
Lake City, Michigan

We have audited the financial statements of the governmental activities and the major fund of the Missaukee District Library for the year ended December 31, 2007, and have issued our report thereon dated January 31, 2008. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated January 26, 2008, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by Missaukee District Library are described in Note I to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2007. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

Management's estimate of the taxes receivable which is based on revised 2007 taxable values obtained from Missaukee County and the Library's millage rate. We evaluated the key factors and assumptions used to develop the receivable in determining that it is reasonable in relation to the financial statements taken as a whole.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Please see the attached list of all of our proposed adjustments that were corrected by management.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated January 31, 2008.

Other Audit Findings or Issues

During the course of our audit of the basic financial statements of Missaukee District Library for the year ended December 31, 2007, we noted the following item which we feel deserves comment:

Condition of Accounting Records and Accounting Controls

We would like to commend the accounting personnel for their efforts in accumulating the information needed for our audit. We encourage you to review your internal and accounting controls on an annual basis to ensure they are adequate and operating as intended.

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This communication is intended solely for the information and use of the Board and others within the organization. This restriction is not intended to limit the distribution of the report, which is a matter of public record.

BAIRD, COTTER AND BISHOP, P.C.

Baird, Cotter & Bishop, P.C.

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January 31, 2008

To the Board of Directors
Missaukee District Library
Lake City, Michigan

In planning and performing our audit of the financial statements of Missaukee District Library, Lake City, Michigan for the year ended December 31, 2007, in accordance with auditing standards generally excepted in the United States of America, we considered its internal control as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control. Accordingly, we do not express an opinion on the effectiveness of the Library's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or a combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control. We consider the following deficiency to be a significant deficiency in internal control:

The relatively small number of people involved in the accounting functions of the Library makes it difficult to adequately segregate duties. Segregation of accounting duties is a fundamental method of strengthening internal control. However, in deciding what internal control procedures should be implemented, the Board must consider the costs of implementing them and weigh those costs against the benefits to be derived from their implementation.

A material weakness is a significant deficiency, or a combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control.

Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be significant deficiencies and, accordingly, would not necessarily disclose all significant deficiencies that are also considered to be material weaknesses as defined above. However, we believe that the condition described above is a material weakness.

This communication is intended solely for the information and use of the Board and others within the organization and is not intended to be and should not be used by anyone other than these specified parties. This restriction is not intended to limit the distribution of the report, which is a matter of public record.

BAIRD, COTTER AND BISHOP, P.C.

Baird, Cotter & Bishop, P.C.